



**Agency Records Disposition Schedule**

Department: Office of Administration

Section:

Division: Division of Facilities Management, Design and Construction

Sub-Section:

**TITLE:** Applications for Minority Business Enterprise Women's Business Enterprise (MBE/WBE) Certification

**CUTOFF:**

**DESCRIPTION:** Applications for Minority Business Enterprise Women's Business Enterprise (MBE/WBE) Certification

**RETENTION:** Years: 6 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2917

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/2/1995

**TITLE:** Building Maintenance - maintenance records, operational expenditure files, etc.

**CUTOFF:**

**DESCRIPTION:** Building Maintenance - maintenance records, operational expenditure files, etc. May be destroyed after conclusion of state audit if completed before end of retention period.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3098

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/15/1998

**TITLE:** Capital Improvements (CI) Planning Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Capital Improvements (CI) Planning Records - CI budget request forms and related documents/correspondence. May be destroyed after conclusion of state audit if completed before end of retention period.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2905

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/2/1995



**Agency Records Disposition Schedule**

Department: Office of Administration  
Division: Division of Facilities Management, Design and Construction

Section:  
Sub-Section:

**TITLE:** Drawing Files

**CUTOFF:** WSO

**DESCRIPTION:** Drawing Files - plans for building

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3096

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/15/1998

**TITLE:** Fiscal Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Fiscal Records -payroll, travel expense vouchers, operational expenditures, budget formulation papers, etc. May be destroyed after conclusion of state audit if completed before end of retention period.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2904

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/2/1995

**TITLE:** L.A.B.S. (land and building system) Input Documents

**CUTOFF:** EOCY

**DESCRIPTION:** L.A.B.S. (land and building system) Input Documents. May be destroyed after conclusion of state audit if completed before end of retention period.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2910

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/2/1995



**Agency Records Disposition Schedule**

Department: Office of Administration

Section:

Division: Division of Facilities Management, Design and Construction

Sub-Section:

**TITLE:** LABS Database Backup Tape

**CUTOFF:** WSO

**DESCRIPTION:** LABS Database Backup Tape. Retain 10 generations.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2911

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/2/1995

**TITLE:** Land Records

**CUTOFF:** EOCY

**DESCRIPTION:** Land Records - property deeds State ownership

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 2915

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/2/1995

**TITLE:** Leased Property

**CUTOFF:** Life of lease

**DESCRIPTION:** Leased Property - correspondence, contracts, warrant requests, account books, etc. May be destroyed after conclusion of state audit if completed before end of retention period.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3097

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/15/1998



**Agency Records Disposition Schedule**

Department: Office of Administration

Section:

Division: Division of Facilities Management, Design and Construction

Sub-Section:

**TITLE:** Prevailing Wage Certified Payrolls

**CUTOFF:** Project closeout

**DESCRIPTION:** Prevailing Wage Certified Payrolls -from contractors. May be destroyed after conclusion of state audit if completed before end of retention period.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2916

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/2/1995

**TITLE:** Prevailing Wage Certified Payrolls from contractors

**CUTOFF:**

**DESCRIPTION:** Prevailing Wage Certified Payrolls from contractors. May be destroyed after conclusion of state audit if completed before end of retention period.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3102

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/15/1998

**TITLE:** Project Accounting Management Systems (P.A.M.S.) Archives Tape

**CUTOFF:** EOSFY

**DESCRIPTION:** Project Accounting Management Systems (P.A.M.S.) Archives Tape

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 2912

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/2/1995



**Agency Records Disposition Schedule**

Department: Office of Administration

Section:

Division: Division of Facilities Management, Design and Construction

Sub-Section:

**TITLE:** Project Files (Major)-

**CUTOFF:**EOCY

**DESCRIPTION:** Project Files (Major)- Architects/Engineer (A/E) agreement and additional services; specifications; contracts, change orders and work authorizations, closeout documents.

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 2906

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/2/1995

**TITLE:** Project Files (Minor)-

**CUTOFF:**EOCY

**DESCRIPTION:** Project Files (Minor)-Design folder (Request for Proposal (RFP) interview documents, SuperForm, etc.); correspondence; payments; minutes and status reports; test results. May be destroyed after conclusion of state audit if completed before end of retention period.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2907

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/2/1995

**TITLE:** Project Files (Unsuccessful Bid Proposals)

**CUTOFF:**Closeout

**DESCRIPTION:** Project Files (Unsuccessful Bid Proposals)

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 3095

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/15/1998



**Agency Records Disposition Schedule**

Department: Office of Administration

Section:

Division: Division of Facilities Management, Design and Construction

Sub-Section:

**TITLE:** Vehicle and Equipment Files

**CUTOFF:** Life of contract or equipment

**DESCRIPTION:** Vehicle and Equipment Files - contracts, titles, leases, agreements, etc. May be destroyed after conclusion of state audit if completed before end of retention period and after records cutoff.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2913

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/2/1995

**TITLE:** Vehicle Usage Files

**CUTOFF:** EOCY

**DESCRIPTION:** Vehicle Usage Files - mileage logs, fuel records, maintenance records, etc. May be destroyed after conclusion of state audit if completed before end of retention period.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 2914

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/2/1995